

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.

AUDIT REPORT

DECEMBER 31, 2008

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/22/09

Terrie L. Jackson
Certified Public Accountants

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Independent Auditor's Report

To the Board of Directors
Bossier Office of Community Services, Inc.
Bossier City, Louisiana

We have audited the accompanying statement of financial position of Bossier Office of Community Services, Inc. (a non-profit corporation) as of December 31, 2008 and 2007, and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

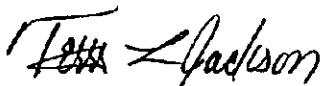
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bossier Office of Community Services, Inc. as of December 31, 2008 and 2007, and the changes in its net assets, its cash flows and its functional expenses for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 26, 2009, on our consideration of Bossier Office of Community Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an

opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Bossier Office of Community Services, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink, appearing to read "Terry L. Jackson". The signature is written in a cursive, flowing style.

Houston, Texas

June 26, 2009

Bossier Office of Community Services, Inc.
Statements of Financial Position
December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
Assets		
Current Assets		
Cash	\$ 191,563	\$ 208,130
Grants receivable	333,531	183,052
Accounts receivable insurance	-	-
Accounts receivable other	<u>25,679</u>	<u>30,403</u>
Total current assets	550,772	421,585
Property and Equipment		
Furniture, fixtures & equipment	258,260	258,258
Vehicles	775,603	848,637
Buildings	928,858	928,858
Land	35,966	35,966
Accumulated Depreciation	<u>(1,520,191)</u>	<u>(1,523,201)</u>
Net Property and Equipment	478,495	548,519
Total assets	\$ 1,029,267	\$ 970,104
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 84,935	\$ 57,593
Bank overdraft	28,455	-
Current note payable	-	1,660
Deferred	<u>-</u>	<u>17,959</u>
Total current liabilities	113,390	77,212
Long term portion of debt	<u>-</u>	<u>-</u>
	-	-
Total liabilities	113,390	77,212
Net assets:		
Unrestricted	88,538	47,063
Temporarily restricted	348,844	297,309
Permanently restricted	<u>478,496</u>	<u>548,520</u>
Total net assets	915,877	892,892
Total liabilities and net assets	<u>\$ 1,029,267</u>	<u>\$ 970,105</u>

Bossier Office of Community Services, Inc.
Statements of Activities
For the Years Ended December 31, 2008 and 2007

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2008 Total</u>	<u>2007 Total</u>
<u>Revenues, gains, and other support:</u>					
Interest	\$ -	\$ 360	\$ -	360	\$ 422
Grant revenues	15,005	5,140,268	-	5,155,273	4,959,076
Local	30,168	311,923	-	342,091	628,181
Tax abatement	-	-	-	-	974,843
	<u>45,173</u>	<u>5,452,551</u>	<u>-</u>	<u>5,497,724</u>	<u>6,562,522</u>
<u>Net Assets Released from restriction</u>					
Satisfaction of program restrictions	5,355,382	(5,355,382)	-	-	-
Note payment	-	-	-	-	-
Satisfaction of capital acquisition	-	(18,635)	18,635	-	-
Expiration of time restrictions	<u>88,659</u>	<u>-</u>	<u>(88,659)</u>	<u>-</u>	<u>-</u>
	<u>5,444,041</u>	<u>(5,374,017)</u>	<u>(70,025)</u>	<u>-</u>	<u>-</u>
Insurance claim-extraordinary income	-	-	-	-	-
Total unrestricted revenues, gains, and other support	<u>5,489,214</u>	<u>78,535</u>	<u>(70,025)</u>	<u>5,497,724</u>	<u>6,562,522</u>
<u>Expenses</u>					
Head Start	2,309,517	-	-	2,309,517	2,410,111
Early Head Start	474,320	-	-	474,320	447,410
Child and Adult Care Food Program	384,901	-	-	384,901	301,647
Community Services Block Grant II	269,237	-	-	269,237	29,489
Community Services Block Grant I	-	-	-	-	245,544
Low Income Home Energy Assistance	616,340	-	-	616,340	405,918
Non Emergency Medical Transportation	36,714	-	-	36,714	39,674
Community Services - Youth Program	747,964	-	-	747,964	671,411
Youth Shelter	352,070	-	-	352,070	668,450
Federal Emergency Management	15,005	-	-	15,005	49,683
Community Development Block Grant	-	-	-	-	-
School Lunch	252,979	-	-	252,979	16,800
Family Day Care Home	-	-	-	-	14,877
Support Services	-	-	-	-	45,261
General Services	<u>15,693</u>	<u>-</u>	<u>-</u>	<u>15,693</u>	<u>114,743</u>
Total expenses and losses	<u>5,474,739</u>	<u>-</u>	<u>-</u>	<u>5,474,739</u>	<u>5,461,018</u>
Changes in net assets	14,475	78,535	(70,025)	22,985	1,101,504
Net assets at beginning of year	47,063	297,309	548,520	892,892	(208,614)
Transfer out	(66,500)	(559,000)	-	(625,500)	-
Transfer in	<u>93,500</u>	<u>532,000</u>	<u>-</u>	<u>625,500</u>	<u>-</u>
Net assets at end of year	<u>\$ 88,538</u>	<u>\$ 348,844</u>	<u>\$ 478,496</u>	<u>\$ 915,877</u>	<u>\$ 892,890</u>

See accompanying notes.

Bossier Office Community Services, Inc.
Statements of Cash Flows
For the Years Ended December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
<u>Cash flows from operating activities:</u>		
Cash received from grants	\$ 5,346,885	\$ 5,476,284
Cash paid to employees and suppliers	(5,330,283)	(5,252,884)
Other	4,724	(30,403)
Interest	<u>360</u>	<u>423</u>
Net cash provided (used) by operating activities	21,686	193,420
<u>Cash flows from investing activities:</u>		
Capital purchases	(18,635)	-
Other	<u>-</u>	<u>-</u>
Net cash provided (used) by investing activities	(18,635)	-
<u>Cash flows from financing activities:</u>		
Increase (Decrease) in notes payable	(1,660)	(3,916)
Other	<u>(17,959)</u>	<u>(121,540)</u>
Net cash provided (used) by financing activities	(19,619)	(125,456)
Net increase (decrease) in cash	(16,568)	67,964
Cash at beginning of year	<u>208,130</u>	<u>140,166</u>
Cash at end of year	\$ 191,562	\$ 208,130
<u>Reconciliation of change in net assets</u> <u>to net cash provided by operating activities:</u>		
Change in net assets	\$ 22,985	\$ 1,101,506
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	88,659	99,340
Change in receivables	(145,755)	(141,397)
Change in accounts payables	55,797	108,836
Non cash receipts	<u>-</u>	<u>(974,863)</u>
Net cash provided (used) by operating activities	<u>\$ 21,686</u>	<u>\$ 193,422</u>

See accompanying notes.

Bossier Office of Community Services, Inc.
Statements of Functional Expenses
For the Years Ended December 31, 2008 and 2007

	Head Start	Early Head Start	Child and Adult Care Food Program	Non										FEMA	CDBG	JGJ School Lunch	Weatherization Assistance	OCS Youth Services	General Services	Paratransit	2008 TOTAL	2007 TOTAL
				Community Services II	Community Services I	Home Energy Assistance	Emergency Transit	State Juvenile Home	Emergency Transit	Emergency Transit	Emergency Transit	Emergency Transit	Emergency Transit									
Personnel	\$ 1,289,565	\$ 257,857	\$ 83,310	\$ 121,938	\$ -	\$ 16,485	\$ 7,558	\$ 450,186	\$ -	\$ -	\$ 80,789	\$ -	\$ 173,207	\$ -	\$ -	\$ 2,472,995	\$ 2,288,710					
Fringe benefits	486,490	101,981	58,911	57,668	-	9,633	4,206	185,172	-	-	5,719	-	8,349	-	-	918,328	996,935					
Travel	22,932	4,413	1,440	2,585	-	260	-	-	-	-	1,576	-	3,699	387	-	37,291	41,028					
Equipment	-	17,806	-	-	-	-	-	-	-	-	-	-	1,317	-	-	19,123	4,733					
Supplies	84,535	11,057	10,445	3,926	-	893	1,187	-	-	-	172	-	23,345	301	-	135,860	178,716					
Occupancy	-	-	-	215	-	-	-	4,297	-	-	-	-	-	-	-	4,513	-					
Contractual	-	-	3,906	-	-	-	-	-	-	-	-	-	42,854	-	-	46,760	43,713					
Telephone	16,878	4,172	-	7,253	-	-	-	2,347	-	-	-	-	8,704	-	-	39,354	28,548					
Utilities	53,020	8,886	-	4,039	-	-	-	39,877	-	-	-	-	-	-	-	105,822	95,847					
Insurance	67,332	16,788	-	42,060	-	8,412	8,488	-	-	-	-	-	25,236	-	-	168,314	88,445					
Vehicle operations	42,951	-	-	10,557	-	-	11,980	-	-	-	-	-	-	-	-	65,488	83,182					
Maintenance	68,531	12,649	2,762	2,628	-	-	1,485	5,683	-	-	-	-	3,136	-	-	96,875	55,609					
Office expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Professional	46,166	3,866	-	7,896	-	1,500	1,500	5,137	-	-	77	-	13,506	-	-	79,648	76,250					
Food and supplies	198	7,778	207,602	-	-	-	-	40,058	-	-	161,494	-	-	-	-	417,130	560,285					
Interest expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
IRS penalties	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Provider training	12,038	958	-	-	-	-	-	-	-	-	-	-	1,399	-	-	14,395	12,281					
Miscellaneous	-	-	14,525	2,675	-	-	-	-	-	-	-	-	-	-	-	17,200	22,709					
Client assistance	-	-	-	2,414	-	-	577,676	-	15,005	-	-	-	-	-	-	595,094	377,454					
Other	86,771	8,010	-	3,384	-	1,067	211	5,207	-	-	3,150	-	29,083	14,050	955	151,889	407,216					
Total	\$ 2,257,407	\$ 456,221	\$ 384,901	\$ 269,237	\$ -	\$ 615,926	\$ 36,714	\$ 747,964	\$ 15,005	\$ -	\$ 252,979	\$ -	\$ 334,034	\$ 14,738	\$ 955	\$ 5,386,080	\$ 5,361,677					
Depreciation	52,110	18,099	-	-	-	414	-	-	-	-	-	-	18,036	-	-	88,659	99,340					
Total	\$ 2,309,517	\$ 474,320	\$ 384,901	\$ 269,237	\$ -	\$ 616,340	\$ 36,714	\$ 747,964	\$ 15,005	\$ -	\$ 252,979	\$ -	\$ 352,070	\$ 14,738	\$ 955	\$ 5,474,739	\$ 5,461,017					

See accompanying notes.
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**BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION AND PROGRAM DESCRIPTION -

Bossier Office of Community Services, Incorporated (BOCS) is a private nonprofit corporation established under the laws of the State of Louisiana. The corporation is organized to operate a Community Services Program in and for Bossier Parish, Louisiana. Specifically, the corporation is organized to:

- A. serve as the official anti-poverty agency in Bossier Parish, Louisiana;
- B. create, plan, develop, implement, conduct and administer programs according to Federal rules, regulations and guidelines that involve the maximum participation of the community served;
- C. ensure and provide affordable, safe, sanitary and decent housing to very low, low and moderate income residents of the State and expand economic development and home ownership opportunities for low and moderate income residents of the State;
- D. provide assistance and educational materials related to housing to very low, low and moderate income residents of the State;
- E. improvise and utilize all community resources both public and private in an organized approach on eliminating poverty.

Bossier Office of Community Services Inc.'s operations are segregated into general grant programs as follows:

Head Start and Early Head Start Programs (HS and EHS) provides comprehensive educational and support services to low-income and disabled children zero to five years of age and children who have not reached the compensatory school age. This program provides health, mental health, nutrition, education and parent involvement services to children in an effort to enable the child to function at an optimum level in their environment. Funding is provided through federal funds from the U.S. Department of Health and Human Services.

Child and Adult Care Food Program (CACFP) provides a food service program in conjunction with the Head Start and Early Head Start Programs. Funding is provided by federal funds passed through the State of Louisiana, Department of Education.

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008
(Continued)

Community Services Block Grant (CSBG) provides assistance to the poor, disadvantaged and unemployed through housing services, community projects, nutrition services, emergency assistance, employment services, transportation services, and other services. Funding is provided by federal funds passed through the State of Louisiana, Department of Labor.

Transit Services provides transportation services to citizens in the urban and rural areas of Bossier Parish. Funding is provided by federal funds passed through the State of Louisiana, Department of Social Services, federal funds passed through the City of Bossier City, transit fares and other miscellaneous revenues.

Low-Income Home Energy Assistance Program (LIHEAP) provides assistance to low income households in offsetting the burden of high energy costs. Funding is provided by federal funds passed through the Louisiana Housing Finance Agency.

National School Lunch Program (NSLP) provides a food service program in coordination with the Johnny Gray Jones Youth Shelter. Funding is provided by federal funds passed through the State of Louisiana, Department of Education.

Johnny Gray Jones Youth Shelter (JGJYS) provides for the maintenance and operation of a regional youth shelter which provides a temporary facility for juvenile status offenders until their disposition can be decided. Funding is provided by state funds from the Department of Public Safety and Corrections and various other revenues.

Reporting Entity - The governing body of Bossier Office of Community Services is its Board of Directors. The Board appoints an Executive Director to administer the affairs of the agency. BOCS is not considered a component of the city, parish or any governmental body. The governing board independently oversees the agency's operations.

- 1) The accompanying financial statements include all of the organization's programs, activities and functions of BOCS for which the Board has oversight responsibility, except as described in the following paragraph. Such oversight responsibilities include designation of management, the ability to significantly influence operations, accountability for fiscal matters, and the scope of public services.
- 2) Some equipment is owned by BOCS while used in the program for which it was purchased or in other future authorized programs. The funding sources, however, have a reversionary interest in the equipment purchased with grant funds, therefore its disposition, as well as the ownership of any sale proceeds therefrom is subject to funding source regulations.

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008
(Continued)

BASIS OF ACCOUNTING -

Accounting Policies – The accompanying financial statements have been prepared in conformity with generally accepted accounting principles. BOCS uses the accrual basis of accounting.

Financial Statement Presentation – The financial statements are presented as recommended by Financial Accounting Standards Board's Statement of Financial Accounting Standard (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. SFAS No. 117 requires the agency to report information regarding its financial position and activities into three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets.

Revenue and Support – Grant revenues (Grants and Governmental reimbursements) are recognized using the legal and contractual requirements of the Agency's programs as guidance. Grant revenues (where funds must be expended for specific purposes prior to amount being reimbursed to the Agency) are recognized based on expenditures recorded.

BOCS reports grants and gifts of cash and other assets as restricted support if they are received with donor or grant stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets are restricted for future period expenditures.

Property and Equipment – Property and equipment are recorded at costs unless donated. If donated, property and equipment are carried at the approximate fair value at the date of donation. It is BOCS's policy to capitalize property and equipment with a unit cost of \$500 or more. Lesser amounts are expensed. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose.

Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulation regarding how long those donated assets must be maintained, the Agency reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor.

BOCS recognizes depreciation on its fixed assets in accordance with generally accepted accounting principles. The Federal government has a reversionary interest in property purchased with Federal funds. Its disposition, as well as any disposition proceeds, is subject to federal regulations. The use of assets purchased with federal funds is limited to the purposes intended by the funding source. Fixed assets are depreciated using the straight-line method as follows:

BOCS's fixed assets are stated at cost and are depreciated as follows:

**BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008
(Continued)**

<u>Fixed Asset</u>	<u>Useful Life</u>	<u>Method</u>
Furniture & Equipment	5 – 10 Years	Straight Line
Vehicles	5 Years	Straight Line
Buildings	20 – 30 Years	Straight Line

Depreciation expense for the year ended December 31, 2008 totaled \$88,659.

Cash and Cash Equivalents – For purposes of the Statement of Cash Flows, BOCS considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. BOCS had no cash equivalents at December 31, 2008.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Income Taxes – BOCS is a not-for-profit organization that is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as a private corporation.

Contributed Services – BOCS received donated services from a variety of unpaid volunteers assisting in its program services. No amounts for donated services have been recognized in the accompanying statements of activities since the criteria for recognition of such volunteer efforts under SFAS No. 116 has not been satisfied.

Pension Plan – A 403 (b) Retirement Plan was established for employees of BOCS effective May 1, 2001.

Expense Allocation – The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE 2: PROGRAM EXPENSES

Net assets were released from grantor restrictions by incurred expenses satisfying the restricted purposes or by occurrence of other events specified by funding sources.

Purpose restrictions accomplished:

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008
(Continued)

Head Start and Early Head Start Program	\$ 2,713,628
Child and Adult Care Food Program	384,901
Community Services Block Grant	269,237
Low Income Home Assistance Program	615,926
Non Emergency Transit Services	36,714
Federal Emergency Management Assistance	15,005
Community Development Block Grant	-
National School Lunch Program	50,500
Total	<u>\$ 4,085,911</u>

NOTE 3: LEASE COMMITMENTS

Bossier Office of Community Services leases equipment under operating leases from various entities. No leases have initial or remaining non-cancelable terms in excess of one year.

NOTE 4: GRANTS RECEIVABLE

Grants receivable at December 31, 2008 is comprised of the following:

Agency	Program	Amount
U.S. Department of Health and Human Services	Head Start/Early Head Start	\$ 77,741
Louisiana Department of Education	Child and Adult Care Food	52,063
Louisiana Department of Labor	Community Services Block Grant	44,456
Louisiana Department of Education	National School Lunch	4,159
Louisiana Housing Finance Agency	Low Income Home Energy Assistance Program	65,848
Louisiana Department of Social Services - Office of Community Services	National Emergency Medical Transit	2,666
State Department	Youth Shelter	45,967
City of Bossier City	Youth Services	40,631
	Total	<u>\$ 333,531</u>

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2008
(Continued)

NOTE 5: PENSION PLAN

A 403 (b) Retirement Plan was established for employees of BOCS effective May 1, 2001. Employees with at least one year of service may contribute a portion of their wages to the plan. An amount equal to 5% of the total salary of eligible employees is contributed to the plan by BOCS.

The amount contributed by BOCS to retirement plans on behalf of the employees for the year ended December 31, 2008 was \$100,011.

NOTE 6: CONCENTRATION OF CREDIT RISK

BOCS received over 97% of its funding from Federal and State grants with the Head Start program providing over 52% of all grant revenues.

Concentrations of credit risk with respect to grant receivables are limited due to these amounts being due from governmental agencies under contractual terms. As of December 31, 2008, BOCS had no significant concentrations of credit risk in relation to grant receivables.

NOTE 7: COMMITMENTS AND CONTINGENCIES

BOCS participates in certain governmental financial assistance programs. Although BOCS grant programs have been audited through December 31, 2008 in accordance with provisions of the Single Audit Act, these programs are still subject to financial and compliance audits by the grantor agencies. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although BOCS expects such amounts, if any, to be immaterial.

SUPPLEMENTAL INFORMATION

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2008

Federal Grantor/Pass through Grantor/Program Title	Federal CFDA <u>Number</u>	Agency or Pass-through <u>Number</u>	<u>Federal Expenditures</u>
<u>U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>			
Direct Program			
Head Start Program	93.600	06CH0190/25, 26	\$ 2,713,628
Passed through Louisiana Department of Labor Community Services Block Grant (CSBG)	93.569	2008N0033	269,237
Passed through Louisiana Department of Social Services- Office of Community Services Title XIX Transportation (NEMT)	93.667	Unknown	36,714
Passed through Louisiana Housing Finance Agency Low Income Home Energy Assistance Program (LIHEAP)	93.568	Unknown	615,926
Total U.S. Department of Health and Human Services			<u>3,635,505</u>
<u>U. S. DEPARTMENT OF AGRICULTURE</u>			
Passed Through Louisiana Department of Education Child and Adult Care Food Program (CACFP)	10.558	N/A	384,901
National School Lunch Program (NSLP)	10.555	N/A	50,500
Total Department of Agriculture			<u>435,401</u>
<u>U. S. Department of Housing and Urban Development</u>			
Passed through City of Bossier City Community Development Block Grant - (CDBG) Transportation Assistance	14.218	N/A	-
Total Department of Housing and Urban Development			<u>-</u>
<u>U. S. DEPARTMENT OF HOMELAND SECURITY</u>			
Passed through a local governing board Emergency Food and Shelter Program (FEMA)	97.024	Unknown	15,005
Total Federal Emergency Management Agency			<u>15,005</u>
Total Federal Expenditures			<u>\$ 4,085,911</u>

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
RECONCILIATION OF FINANCIAL STATEMENTS TO FEDERAL EXPENDITURES
For the Year Ended December 31, 2008

	<u>Amount</u>
EXPENSES FROM FINANCIAL STATEMENTS	\$ 5,474,739
Less	
Depreciation	(88,659)
Non federal cost of School Lunch Program	(202,479)
Juvenile Home Program	(747,964)
Youth Services	(334,034)
General	(15,693)
 Total Federal Expenditures	 <u>\$ 4,085,910</u>

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
NOTES TO SCHEDULE OF FEDERAL AWARDS
December 31, 2008

(1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance and state assistance and federal and state cost-reimbursement contracts of Bossier Office of Community Services, Inc. BOCS receives federal awards both directly from the United States Department of Health and Human Services and indirectly through the State of Louisiana.

Federal program expenditures included in the accompanying schedule are presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

(2) Major Programs

Three major programs are identified in the Summary of Auditor's Results in the Schedule of Findings and Questioned Costs.

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Society of Louisiana Certified Public Accountants
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**Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with Government Auditing Standards**

To the Board of Directors
Bossier Office of Community Services, Inc.
Bossier City, Louisiana

We have audited the financial statements of Bossier Office of Community Services, Inc. (BOCS) as of and for the year ended December 31, 2008, and have issued our report thereon dated June 26, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bossier Office of Community Services Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bossier Office of Community Services, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether BOCS's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "F. L. Jackson".

Houston, Texas
June 26, 2009

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**Report on Compliance with Requirements Applicable to Each Major Program
and on Internal Control over Compliance in Accordance with OMB A-133**

To the Board of Directors
Bossier Office of Community Services, Inc.
Bossier City, Louisiana

Compliance

We have audited the compliance of Bossier Office of Community Services, Inc. (BOCS) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2008. Bossier Office of Community Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of BOCS's management. Our responsibility is to express an opinion on BOCS's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about BOCS's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of BOCS's compliance with those requirements.

In our opinion, Bossier Office of Community Services, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2008.

Internal Control over Compliance

The management of Bossier Office of Community Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered BOCS's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of BOCS's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the entity's internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Houston, Texas
June 26, 2009

**BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2008**

Financial Statement Audit Findings

None reported.

Major Federal Award Program Audit Findings

None reported.

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2008

Section I – Summary of Auditor's Results

Financial Statements

Type of auditor's report issued – Unqualified

Internal control over financial reporting:

Material weaknesses identified? No

Significant deficiencies identified that are not considered to be material weakness? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

Material weaknesses identified? No

Significant deficiency identified that are not considered to be material weakness? None reported

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? No

Identification of major programs:

CFDA Numbers

Name of Federal Program

93.600

Head Start/Early Head Start Program

10.558

Child and Adult Care Food Program

93.568

Low Income Home Energy Assistance Program

Dollar threshold used to distinguish between type A and type B programs:
\$300,000

Auditee qualified as low-risk auditee? Yes

**BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2008
(Continued)**

Section II – Financial Statement Findings

None reported.

Section III – Federal Award Findings and Questioned Costs

None reported.

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
COMBINING STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2008

ASSETS	Head Start	Early Head Start	Child and Adult Care Food	CSBG I	CSBG II	MHEAP	School Lunch	Family Day Care Home	Weatherization Assistance	NEMT & Transit Services	IGJVS General State	IGJVS OCS & CASINO General Services	Payroll Fund	2008 BALANCE	2007 BALANCE
Current Assets															
Cash	35	105	8,477	50	17,398	\$ -	2,565	\$ -	\$ -	1,559	25,907	68,400	47,009	191,563	208,130
Grants receivable	75,015	2,726	\$2,063	-	44,456	65,848	4,159	-	-	2,666	45,967	40,631	-	333,531	181,052
Other Receivable	-	-	-	-	-	-	-	-	-	-	-	25,679	-	25,679	30,403
Other assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance claim	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total current assets	75,050	2,831	60,540	50	61,854	65,848	6,724	-	-	4,325	71,875	134,709	47,009	550,772	421,585
Property and Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture and equipment	-	102,592	-	-	-	4,140	-	3,090	20,540	-	5,099	94,649	-	238,260	258,258
Vehicles	643,085	-	-	-	-	(3,443)	-	-	-	27,254	-	90,072	-	775,603	848,637
Buildings	928,858	-	-	-	-	-	-	-	-	-	-	-	-	928,858	928,858
Land	35,966	-	-	-	-	-	-	-	-	-	-	-	-	35,966	35,966
Accumulated depreciation	(1,189,507)	(101,790)	-	-	-	-	-	(3,090)	(18,275)	(27,254)	(5,099)	(156,426)	-	(1,520,191)	(1,523,201)
Net property and equipment	418,402	802	-	-	-	697	-	-	11,665	-	-	28,295	-	478,495	548,519
Total Assets	493,452	3,633	60,540	50	61,854	66,544	6,724	-	11,665	4,325	71,875	163,004	47,009	1,029,267	970,104
Liabilities and Net Assets															
Current Liabilities															
Accounts payable	45,329	-	-	-	4,199	-	-	-	-	-	2,700	2,989	-	55,217	57,593
Bank overdraft	-	-	-	-	-	28,455	-	-	-	-	-	-	-	28,455	-
Accrued liabilities	29,721	-	-	-	-	-	-	-	-	-	-	-	-	29,721	-
IRS payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Current portion of long term	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,660
Total	75,050	-	-	-	4,199	28,455	-	-	-	-	2,700	2,989	-	113,393	77,212
Long term portion of debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total liabilities	75,050	-	-	-	4,199	28,455	-	-	-	-	2,700	2,989	-	113,393	77,212
Net assets															
Unrestricted	-	2,831	60,540	-	57,655	37,393	6,724	-	-	4,325	69,174	131,720	47,009	47,009	47,063
Temporarily restricted	-	802	-	50	-	697	-	-	11,665	-	-	25,295	-	300,371	297,309
Permanently restricted	418,402	-	-	-	-	-	-	-	-	-	-	-	-	478,496	548,520
Total net assets	418,402	3,633	60,540	50	57,655	38,090	6,724	-	11,665	4,325	69,174	160,015	47,009	915,875	892,892
Total liabilities and net assets	493,452	3,633	60,540	50	61,854	66,544	6,724	-	11,665	4,325	71,875	163,004	47,009	1,029,268	970,105

BOSSIER OFFICE OF COMMUNITY SERVICES, INC.
COMBINING STATEMENTS OF ACTIVITIES
YEARS ENDING DECEMBER 31, 2008

	Head Start	Early Head Start	Child and Adult Care Food	CSBG I	CSBG II	CSBG I	LIHBP	School Lunch	Weatherization Assistance	Local Emergency Medical Transfer	JCVS General State	JCVS OCS & CASINO General Services	Payroll General Fund	2008 Total	2007 Total
Revenues:															
Grant & Support Interest	\$ 111	\$ 456,116	\$ -	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213	\$ -	\$ -	\$ 456,435	\$ 423
Grant revenues	2,386,098	-	309,308	274,237	-	-	635,330	50,500	-	-	552,362	476,156	15,005	4,699,157	4,944,199
CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,877
Local	-	-	-	-	-	-	-	60,126	-	41,447	-	190,731	30,168	342,091	528,182
Insurance claim	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Abatement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	974,845
	2,386,169	456,116	309,308	293,192	-	-	635,330	110,626	-	41,447	552,362	667,100	45,173	5,497,723	6,562,323
Net Assets Released from Restrictions															
Note payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Satisfaction equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expiration of time restriction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses															
Total	2,386,169	456,116	309,308	293,192	-	-	635,330	110,626	-	41,447	552,362	667,100	45,173	5,497,723	6,562,323
HHS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BHS	2,309,517	-	-	-	-	-	-	-	-	-	-	-	-	2,309,517	2,410,111
CACFP	-	474,370	-	-	-	-	-	-	-	-	-	-	-	474,370	447,410
CSBG I	-	-	384,901	-	-	-	-	-	-	-	-	-	-	384,901	301,637
CSBG II	-	-	-	269,237	-	-	-	-	-	-	-	-	-	-	29,489
Energy	-	-	-	-	-	-	616,340	-	-	-	-	-	-	269,237	245,544
NEMT	-	-	-	-	-	-	-	-	-	-	-	-	-	616,340	405,918
Youth Shelter	-	-	-	-	-	-	-	-	-	36,714	747,964	352,070	-	36,714	39,674
OCS Youth	-	-	-	-	-	-	-	-	-	-	-	-	-	1,100,034	671,411
School Lunch	-	-	-	-	-	-	-	252,979	-	-	-	-	-	252,979	49,683
FDCH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FEMA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CDBG	-	-	-	-	-	-	-	-	-	-	-	-	15,005	15,005	16,800
Weatherization	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Support Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,877
General Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2,309,517	474,370	384,901	269,237	-	-	616,340	252,979	-	36,714	747,964	352,070	15,005	5,474,719	5,461,018
	76,652	(18,204)	(75,593)	24,655	-	-	19,199	(142,352)	-	4,723	(195,602)	315,029	(985)	22,984	1,101,506
Changes in net assets															
Beginning Net Assets	470,750	21,839	7,134	-	50	50	18,899	12,575	11,665	8,592	81,776	215,486	(3,838)	892,892	(208,614)
Transfer out	(129,000)	-	-	(33,900)	-	-	-	-	-	(8,000)	(17,000)	(370,500)	(66,500)	(625,500)	-
Transfer in	-	-	129,000	66,500	-	-	-	136,500	-	-	200,000	-	51,500	625,500	-
Assets Returned Permanently															
Ending Net Assets	\$ 418,402	\$ 3,635	\$ 64,541	\$ 57,655	\$ 50	\$ 50	\$ 38,089	\$ 6,723	\$ 11,665	\$ 4,725	\$ 59,174	\$ 160,015	\$ 38,592	\$ 915,876	\$ 892,892